

ARTICLE 50 — CANTEEN

Revised November 19, 2010

54070.1 Policy

Canteens for inmate use shall be established in all institutions and camps of the Department pursuant to the California Penal Code (PC) Section 5005. The administration of canteens shall conform to all applicable laws, regulations, and the content of this procedure.

Designated staff shall assure:

- That all funds earned as profit from such canteens shall be deposited in the Inmate Welfare Fund (IWF).
- That unless a uniform price on a canteen item is established, articles in inmate canteens shall be sold at the lowest possible price that assures the profit margin established in the annual budget and is sufficient to support the institution's IWF program.
- That all commodities sold in canteens are approved items for that purpose.
- That a price list is established, kept current, and posted at the inmate canteen. Copies shall be made available to inmates and a copy shall be forwarded to the IWF Manager, Central Office.

54070.2 Purpose

The purpose of this section is to provide a standardized inmate canteen procedure that establishes guidelines for use, storage, accountability, and ordering of supplies. It provides for the purchase of approved merchandise for the inmate population from outside vendors, and establishes a method to prevent the introduction of contraband and/or unauthorized items into the prison through special canteen orders.

54070.3 Responsibility

The Warden shall be responsible for the administration of the institutional canteen program. They may delegate the administration/supervision of this program to the Associate Warden of Business Services.

Associate Warden, Business Services

The Associate Warden of Business Services shall assign or delegate one of their subordinates to:

- Supervise the canteen manager.
- Ensure canteens are well-stocked with approved sale items and a list of available approved merchandise, prices for each item, and canteen operating hours are posted at each canteen.
- Implement the provisions of this section.
- Periodically consult with the inmate Institution Advisory Council (IAC) and/or their inmate canteen committee in canteen stock selections.

Captain

The captain shall ensure that all canteen lines are properly supervised and controlled during the canteen hours of operation.

Sufficient custody staff shall be assigned to provide direct supervision and control to ensure the safety and security of the canteens.

54070.4 Trust Statements

Inmates shall be issued account statements upon their written request from the Trust Office that reflects an inmate's current balance, provided 90 days have elapsed since their previous request.

Inmates shall be permitted to withdraw from their accounts by signing a canteen sales receipt.

54070.5 Canteen Draw Schedule

A canteen draw schedule developed by the trust office and approved by the Warden, or their designee, shall:

- Be published at least semi-annually.
- Be posted in the housing units at each institution and camp.
- List three canteen draws for each month based on the last two digits of the inmate's departmental identification number.

Each inmate may withdraw funds from their trust account for canteen purchase no less than once per month in accordance with the posted schedule.

If an inmate misses a scheduled draw for their group (last two digits), they may submit a request for a "make-up" draw.

NOTE: Due to overpopulation at some institutions, some Wardens do not authorize a "make-up" draw.

54070.5.1 Canteen Sales Receipt

When purchasing merchandise inmates shall:

- Complete an itemized order list prior to purchasing canteen items.
- Place a clear thumb print or three fingerprints on the canteen sales receipt.
- Sign the canteen sales receipt each time a purchase is made to acknowledge the amount of the purchase and the remaining balance. Segregated inmates shall sign the approved canteen shopping list prior to submitting it to the segregation unit staff authorizing the Trust Account withdrawal, and upon receipt of the merchandise, shall sign the approved institution distribution forms to verify the amount purchased and received.

54070.5.2 Non-routine Canteen Draw

Newly arrived inmates may, within 30 days of arrival, be permitted to make purchases at the canteen during any scheduled draw. regardless of their last two digits of departmental identification number. Such exceptions shall not be made for the inmate's subsequent draws.

- Conservation camp inmates shall submit their request for canteen draw to the camp lieutenant or designee.
- Segregation inmates shall not be permitted to go to canteen and shall submit their canteen shopping list to the segregation unit staff.
- Outpatient Housing Unit (OHU), Correctional Treatment Center (CTC), General Acute Care Hospital (GACH), or Department of Mental Health (DMH) patients shall submit their canteen shopping list to the OHU, CTC, GACH, or DMH unit staff.

54070.6 Maximum Monthly Canteen Draw

The maximum amount allowed to be withdrawn from an inmate's trust account for the purpose of canteen purchases is \$220.00.

The maximum amount an inmate may withdraw for canteen purposes is in accordance with their IW/TIP privilege group. (Refer to DOM, Section 53130 or CCR, Section 3044.) The maximum draw for each privilege group is:

- Privilege group A: Maximum monthly canteen draw as authorized by the Director.
- Privilege group B: One-half the maximum monthly canteen draw as authorized by the Director.
- Privilege group C: One-fourth the maximum monthly canteen draw as authorized by the Director.
- Privilege group D: One-fourth the maximum monthly canteen draw as authorized by the Director.
- Privilege group U: One-half of the maximum monthly canteen draw as authorized by the Director.

Withdrawal orders received by the Trust Office, requesting an amount larger than the inmate's work/training privilege group maximum authorized draw shall be reduced by Trust Office staff to comply with the inmate's work/training privilege group limit. An inmate's regular canteen purchases shall not exceed the limits above or the inmate's trust account balance, whichever is less.

- In order to draw group A or B limits on canteen, inmates shall possess their privilege cards when going to the canteen.
- Inmates who do not have their privilege cards with them shall be entitled to group C and D canteen privileges (one-fourth of the maximum monthly draws as authorized by the Director).
- All inmates shall present their picture identification and privilege card to the canteen staff to purchase canteen items or ducats.
- Each inmate shall complete an itemized order list prior to arrival at the canteen for purchases.

54070.6.1 AD-SEG Inmate

Inmates confined to AD-SEG status shall submit their canteen shopping list to the unit staff. Inmates assigned to this unit shall draw according to the last two digits of their identification numbers the same as the general population. Orders placed by these inmates shall be delivered by staff. The inmates shall not be permitted to go to the canteen. Segregated inmates shall sign the approved canteen shopping list prior to submitting it to the segregation unit staff authorizing the Trust Account withdrawal and upon receipt of the merchandise, shall sign the approved institution distribution forms to verify the amount purchased and received.

54070.6.1.1 General Population Lockdown

During a general population lockdown, canteen purchases may or may not be permitted at the Warden's discretion.

54070.6.2 OHU, CTC, GACH, or DMH Inmate

OHU, CTC, GACH, or DMH patients shall submit their canteen shopping list to the OHU, CTC, GACH, or DMH unit staff for processing.

Patients shall submit their lists of canteen purchases to the OHU, CTC, GACH, or DMH unit staff for the appropriate draw each week up to their maximum monthly privilege group amount or their available trust account total, whichever is less. The OHU, CTC, GACH, or DMH staff shall submit the order to the canteen and return the filled order to the inmate.

54070.6.3 Camp Inmate

Conservation camp inmates shall submit their request for canteen draw to the camp lieutenant or designee for processing.

54070.6.4 Transferred Inmates

Inmates arriving at the institution from other institutions shall be allowed to keep any item purchased at the canteen of the institution from which they came, unless the articles were obtained in an illegal manner or are not allowable property at the receiving institution.

Inmate canteen ducats shall not be transferred to other institutions. These ducats shall be returned to the canteen to be canceled when the inmate is transferred and the value of the ducats shall be posted on the inmate's trust account.

54070.6.5 Inmates on Loss of Privilege Status

Inmates on loss of canteen privilege pursuant to 3090(d) status shall not purchase canteen during the period of loss of canteen privileges. One monthly draw shall be lost for each 30 day loss of privileges. The disciplinary hearing officer or disciplinary committee shall notify the canteen and trust office in writing of the loss of canteen privileges.

54070.7 Redemption of Canteen Yard Ducats

On May 31 of each year ducats of a different color shall be made available and only these ducats shall then be authorized. The institution shall provide sufficient notice of the ducat exchange by posting this information in a conspicuous location available to the inmate population and by using any other means available which shall have the effect of notifying all inmates.

June 30 is the established date by which to exchange old ducats for new.

Upon expiration of the established period of time, ducats shall not be accepted for purchase, exchange, or redemption, except in cases of extenuating circumstances, such as the inmate being out-to-court or in any medical or mental health facility licensed under Title 22 of the California Code of Regulations.

54070.8 Hours of Operation

A working canteen schedule for each facility shall be established by the Business Office and approved by the Associate Warden, Business Services, and shall consider input from the Inmate Advisory Council. The hours that canteens shall be open each day shall be posted for the benefit of all concerned. The canteens shall be closed on inventory days.

54070.9. Quantity

Inmates shall not possess canteen items and ducats (combined) in excess of the authorized monthly allowable canteen dollar limit as set by the Director. Possession of canteen items and/or ducats in excess of this limit shall result in the issuance of a disciplinary report and confiscation of the excess items and/or ducats.

Special purchases of merchandise not carried in stock shall not be included in this limitation.

Confiscated items shall be stored in a secure area pending adjudication of the disciplinary charges and resolution of any appeal of the disciplinary finding or disposition.

If the confiscation is upheld through the disciplinary/appeal process the confiscated items shall be disposed of as described in DOM, Section 52051.

54070.10 Inventories

The canteen and the IWF canteen warehouse shall be closed a minimum of two days each month for inventory and reconciliation of the Inventory Reconciliation Report (IRR).

The IWF canteen warehouse shall be inventoried by a materials and stores supervisor and verified by the canteen manager.

At least two teams consisting of either canteen civil service personnel only or two teams consisting of a civil service employee and an inmate on each team shall take separate monthly inventories of the canteen merchandise. The two counts are then compared and any differences shall be recounted. The Consolidated Inventory Report (CIR) shall be prepared by a civil service employee only. The original listing of the monthly count sheets shall be retained along with the working copy of the monthly CIR.

Upon verification of both the IRR and CIR the reports shall be turned in to the IWF accountant by the canteen manager.

54070.11 Revisions

The Director, Division of Adult Institutions, shall ensure that the content of this Article is accurate and current.

54070.12 References

PC § 5005.

CCR (15) §§ 3090(a), (b) and (c), 3091 - 3095.